

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

**Subject: Regulated Waste Management**

**Revised: 9/27/19**

**Purpose:** To ensure proper guidelines are followed for managing non-hazardous and hazardous wastes generated as a result of services provided by PWSC.

**Responsible Party/ies:**

- **Fleet Maintenance Supervisor**
- **Facilities Maintenance Manager**
- **Sign/Signal Shop Supervisor**
- **Tractor Shop Supervisor**
- **Parks and Recreation Supervisors**
- **Office of Environmental Management (OEM)**

**Performance Frequency:** Weekly Inspections of SAAs by responsible party/ies and Monthly Inspections of SAAs are conducted by OEM.

**Documentation:** Weekly Inspection Checklists and Monthly Inspection Checklists

**Definitions:**

- **Regulated Waste:** The regulatory perspective, includes wastes that are solid, liquid and gaseous materials intended for disposal.
- **Hazardous Wastes:** Exhibiting one or more of the four characteristics is considered hazardous- Ignitability, Corrosivity, Reactivity and/or Toxicity
- **Safety Data Sheet (SDS):** Provides information about the substance for use and disposal methods, hazards including health and environmental and advises on safety precautions.
- **TSDF:** Treatment, Storage and Disposal Facility; where regulated wastes are eventually taken for disposal.
- **Satellite Accumulation Area: (SAA)** Areas with thin Public Works that are designated temporary waste storage areas. *(By law; there may never be a more than 55 gallons of any specific waste in any of these areas at one time.)*
- **Central 180-Day Storage Area:** This is the regulated waste storage area located outside of Fleet Maintenance Garage. *(By law; there may never be a container of waste in this area for over 180 days.)*

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel who has access to any of the Satellite Accumulation Areas or the 180 Day Storage Shed within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Procedure:**

1. All divisions/departments shall maintain Safety Data Sheets for all regulated materials used in their area pertaining to the services they provide.
2. Regulated waste shall be collected in approved containers with properly completed labels. (Examples of labels are posted in the SAA Areas)

**Note:** Some materials that are either expired or no longer in use (EX: smaller container/jugs of pesticides/ herbicides, inks or thinners to name a few) shall be stored in the SAAs or 180 Day Area once Environmental Management is emailed the following information to approve this storage to [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov):

- Owner/Area material was being used
- Name of Material
- Quantity of material to be disposed
- Copy of SDS

OEM will contact the disposal company to have profile generated for the material, quote for pick up and then schedule the pick-up. This type of pick up is often referenced as a "Lab Pack"

3. When a waste drum is filled, the "Accumulation Start date" shall be immediately added to the label on the drum.

4. Employee will notify the designated record keeper (Fleet Account Technician) that they have a full drum.

5. Within 3 days of filling, the drum shall be weighed and weight is written on drum label and then moved to the Central 180-Day Storage Area. The Fleet Account Technician shall be informed of the weight of the drum and the accumulation start date.

6. Fleet Account Technician shall coordinate with Office of Environmental Management for a pick up to occur either before the oldest waste has been stored for 180 days, or the storage area becomes full whichever comes first.

7. The Fleet Account Technician shall be present during the waste pick up to ensure all drums and or containers are loaded and accounted for.

8. After the loading is complete, a properly certified City of Roanoke representative shall sign the bill of lading and or manifest from the waste transport vendor. A copy of this paperwork shall be sent to the Office of Environmental Management.

9. The waste transport vendor shall transport the waste(s) to a TSDF to be disposed of.

10. Once all waste has been properly disposed of, the TSDF will sign and return the manifest to the office of Environmental Management. If the final signed manifest has not been received from the TSDF within 35 days of the initial shipment, OEM shall make an inquiry to the transport vendor as to the whereabouts of the manifest. If the manifest has still not been received after 60 days of initial shipment date, an exception report shall be filed with the transporter first and if we do not receive a report will be filed with the DEQ.

11. All final documents for waste pick up shall be kept on file by the Office of Environmental Management for a minimum of 3 years.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov)